

Hydrology Requirements Process

Office of Climate, Water and Weather Services-Hydrologic Services Division

Goal: Prioritize science, software, and service requirements to ensure the most effective and efficient use of NWS resources to improve Hydrologic Services

1. COORDINATION

The Office of Climate, Water & Weather Services - Hydrologic Services Division (OCWWS- HSD) will coordinate activities with other NWS Hydrologic Services Program Offices to specify, integrate, prioritize, and track requirements. These offices include:

- a. Regional Hydrologic Services Division (R-HSD)
- b. Office of Hydrologic Development (OHD) RFC Development Manager (RDM)
- c. OHD-Hydrology Laboratory (HL)

OCWWS will collect requirements and/or coordinate development and implementation activities with other NWS Personnel and External Organizations including:

- a. OCWWS-Requirements and Change Management (OCWWS-RCM)
- b. Specialized Work Groups & Service Teams
- c. Other Headquarters Offices & National Centers (e.g., OST & NCEP)
- d. External Partners & Customers (e.g., USGS, EMs)

2. REQUIREMENTS GATHERING

OCWWS will gather requirements, and:

- a. Maintain a list of previously recommended requirements
- b. Identify and coordinate new requirements with HL and R-HSDs
- c. Collect requirements from Specialized Work Groups
- d. Collect suggestions from external customers

3. THE PROCESS

Generate an Annual Priority List

- a. OCWWS-HSD will generate an NWS-wide integrated hydrology requirements list. Requirements will be grouped into functional categories (e.g., ESP, ICP, OFS, IFP, Snow, FFMP, etc.) and the overall top fifty requirements will be prioritized.
- b. R-HSDs and OHD will review and comment on the priorities assigned to requirements.
- c. OCWWS-HSD will incorporate comments from R-HSDs and OHD to finalize list of top fifty priorities.

Adopting an Annual Work Plan

- a. OHD will review all the resource needs & dependencies of the top priorities and propose an annual work plan (based upon all available resources except AHPS funds)
- b. R-HSDs will review the work plan, negotiate changes with OHD and offer

- regional resources to accomplish requirements
- c. The Director of OHD will have the final say on the annual work plan

Committing Resources to the Adopted Annual Work Plan

- a. Dependencies with other development labs/centers will be specified by OHD
- b. Development status with other development labs/centers will be coordinated by OCWWS-HSD
- c. OCWWS-HSD will coordinate with OST and OHD to ensure that development which spans multiple organizations will have a consistent priority
- d. NWSH and the Regions will commit the agreed to resources

Finalizing an Annual Work Schedule & Progress Reports

- a. OHD, R-HSDs, the RDM, and OCWWS-HSD will develop a comprehensive annual work schedule
- b. OHD will report on work schedule progress to OCWWS-HSD on a monthly basis
- c. OCWWS-HSD will prepare a work progress report on a quarterly basis and distribute to the R-HSDs

Six Month Review of Annual Work Schedule

- a. OCWWS-HSD will prepare a work progress report and a list of urgent unfunded requirements. *Urgent* requirements address issues which degrade significantly but do not halt the issuance of products defined in Operations Manual Chapter E-12/22
- b. R-HSDs, the RDM, OCWWS-HSD and OHD will review the work progress report and the list of urgent unfunded requirements and make any necessary changes to the work schedule.
- c. The Director of OHD will have the final say on any changes to the work schedule.

Unfunded Priorities & Emergency Actions

- a. OCWWS-HSD will provide OCWWS-RCM with a list of unfunded priorities after the six month review.
- b. In the event of an emergency, OCWWS-HSD will consult with OHD and coordinate the appropriate response. *Emergency* requirements address issues that operationally halt the issuance of products defined in Operations Manual Chapter E-12/22.

4. “GRANDFATHERED” CONTRACTS, PROJECTS AND COMMITMENTS

- a. All current contractual obligations will be honored
- b. All currently scheduled projects with completion dates prior to January 1, 2002 will be honored
- c. Any currently scheduled AWIPS commitments up to Build 5.2.2 will be honored
- d. Any current contractual obligations, projects or commitments requiring additional time, funding or resources must go through the Requirements Process

5. IMPLEMENTATION

- a. OCWWS-HSD will collect requirements (ongoing)

- b. OCWWS-HSD will generate an integrated and prioritized requirements list (NLT March 27)
- c. All five R-HSDs, OCWWS-HSD and OHD will review and comment on the priorities assigned to the requirements. (NLT April 19)
- d. OCWWS-HSD will finalize list of prioritized requirements and provide to OHD (NLT May 3) *[Note: OCWWS should provide final prioritized requirements to the OHD and R-HSDs NLT one week prior to the annual ARC Meeting]*
- e. OHD will propose a work plan (NLT June 7)
- f. OHD will specify software dependencies with other development groups for tasks in the current work plan (NLT June 21)
- g. OHD, R-HSDs, and RDM will negotiate and adopt an integrated OHD - RFC work schedule which includes RFC activities and the OHD work plan (NLT June 28)
- h. OCWWS will coordinate with OST and OHD to ensure that development which spans multiple organizations will have a consistent priority (NLT July 5)
- i. Regional Directors and Office Directors will agree to the commitment of their resources (NLT July 12)
- j. OHD, OCWWS-HSD, R-HSDs, RDM and other Developmental Offices will develop a finalized work schedule integrating all activities (NLT July 26)
- k. OHD will report on work schedule progress to OCWWS-HSD on a monthly basis
- l. OCWWS-HSD will prepare a work progress report on a quarterly basis and distribute to the R-HSDs